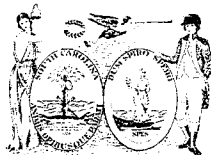


STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF THE STATE CIO



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August 16, 2004

Agency IT Director:

The Division of the State CIO, in partnership with the State Law Enforcement Division (SLED) Computer Crime Center is creating a Computer Security Incident Response Team (**CSIRT**) for the State of South Carolina. This CSIRT will be made up of two teams, a state (public sector) team manned by state employees and a private sector team made up from private industry. These teams will primarily focus their efforts in their respective areas.

The CSIRT Strategic Plan is under development, but the basic framework and tentative timeframes have been established. One of the primary steps is to obtain and train agency staff to man the state side of the CSIRT. We are seeking your assistance in identifying the CSIRT State Team members. If you or one (or more) of your staff is interested, please submit name(s) and contact information no later than September 30 2004 to Jim MacDougall.

The CSIRT Public Sector Team will be made up of 20 to 30 subject matter experts appointed by their agencies from across the state. Each member will have a full SLED security background check and will attend the Incident Handling Courses free of charge. Currently the CIO is attempting to get the training held in Columbia. Each member will receive their Incident Handlers Certification prior to leading a security investigation.

☒ **What are the Benefits?**

- Each agency providing a team member will have a Certified Incident Handler on staff, trained by the one of the industry's leading security programs.
- Participating agencies will be able to use the knowledge gained to proactively improve their own security, thereby reducing their risk.
- The knowledge resulting from networking with other state security professionals.
- Experience over time with handling security events.

☒ **What's involved?**

- Each team member will attend 2 weeks of training.
- Each member will be on a one month 24/7 rotation call list. (*Team members may be activated if the security event warrants it.*)
- Team members will attend a periodically CSIRT meeting. (Meetings will be monthly for the first six months then held on a quarterly basis.)

☒ **How much time will be required?**

- Initial two weeks of training.
- Regular meeting attendance.

- The team member will be expected to assist whenever they are contacted to respond to a security event.
- There are expected to be 20–30 members, typically one to two members will be called per event, according to the members' expertise with the affected system(s).

☒ **How much will it cost?**

- The cost of the two training classes (approximately \$3,000 per class) will be paid by the CSIRT. We expect these classes to be held in Columbia. Travel and incidental expenses will be the responsibility of your agency.
- If a team member does not have a cell phone/pager, one will be provided by the CSIRT.

☒ **When will the CSIRT team begin operations?**

- The targeted date for operations is April, 2005.
- Training will take place sometime between the beginning of November and the end of March. Class schedules will be posted as soon as possible.

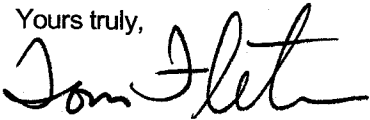
The Computer Security Incident Response Team needs qualified technical staff to support this effort. If you or one of your staff wants to become a CSIRT Public Sector Team member of this important security effort please contact Jim MacDougall at:

Phone: (803) 737-5778

Email : macdoug@cio.sc.gov

If I can provide additional information, feel free to call me at 803-896-0404.

Yours truly,



Tom Fletcher
Deputy Chief Information Officer